

Section 5.2.4 OPTIONS MENUS**TKU Options****TA (Time and Attendance) Options Tab**

Purpose	This section provides the procedures to define Time and Attendance (TA) Options which allows agencies to choose the information their employees will enter for a specific TKU by using the TA Options tab. This option allows for easier and more accurate collection of data.
Tab	TA Options
Reminders	<ol style="list-style-type: none"> 1. The TA Options tab is accessed through the <u>O</u>ptions, <u>T</u>KU Options items on the Menu bar. 2. The TA Options tab displays the time and attendance options available. The window is displayed with all options checked by default. The options that are not desired may be de-selected by clicking on the checkbox. 3. Listed below are the TA Options available to select: <ul style="list-style-type: none"> ■ Show Default Work Schedule on Timesheet - Allows a TKU to display the employee's default work schedule on the time entry windows. If this option is selected, a default work schedule must be defined under <u>P</u>arams, <u>P</u>ersonnel, <u>F</u>-Default Work Schedule (See Section 14.6). ■ Time Entry By Day Required - This option mandates daily time entry at the TKU level. This means that time must be entered for an individual day sometime during the pay period. For FLSA exempt employees, daily time entry is not required except on days when leave is used. ■ Validate Multipurpose Code - Provides for the validation of the agencies' multipurpose codes during the save function. Selecting this option allows for more accurate information to be released during the data collection process. <p><i>Continued</i></p>

TA Options Tab

Reminders (Continued)	<ul style="list-style-type: none">■ Online Audit Required - Allows agencies to have someone review the data collection information on-line prior to being released. This option is beneficial for agencies that allow employee entry.■ Coding Block Elements Allowed - Allows agencies to select specific coding block elements to display for each category of data collection (Time, Equipment, and Activity). This makes for easier and more accurate data entry. <p>5. For instructions on how to select a TKU to be defined, see <i>Section 5.2 TKU Options, Overview and Selection</i>.</p>
References	<i>No specific references</i>

TA Options Tab

The following window is displayed when the selection criteria is entered and the TA Options tab is selected. The steps are described on the following pages.

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

TKU Options

Selection Approval Paths Hours Types Notification TA Options

Department: 07 Management And Budget
Agency: 01 Mgmt Bud Central Office
TKU: 000 MGMT BUD CENTRAL OFFICE

TA Options

1 Show Default Work Schedule on Timesheet: ☒
2 Validate Multipurpose Code: ☒
3 Time Entry By Day Reqd: ☒
4 Online Audit Required: ☒
5 Allow Personal Miles Entry: ☒
6 Enable 'Copy Time' function in Data Collection: ☐

	IDX	PCA	Grant	AG1	Project	AG2	AG3	Multi
7 Time Coding Block Elements Allowed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment Coding Block Elements Allowed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory Coding Block Elements Allowed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity Coding Block Elements Allowed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Modified User Id: T_DIV75 Modified Date: 07/18/2001 10:36:09

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<=> New Delete Save Close

Ready

DCDS Input Procedures - TA Options Tab

Follow the steps below to define TA Options for a TKU.

Step	Field Name	Action
1	Show Default Work Schedule on Timesheet	<p>The field is checked by default. The check displayed indicates that employees' default work schedules will display on the data collection windows. Click on the box to de-select the option. If the box is not selected, the default work schedules will not display on the timesheet.</p> <p>Note: Agencies have the option to set up default work schedules in DCDS. Each TKU has the option to display the employee's default work schedule on the time entry window. Displaying a default work schedule reduces the amount of data that needs to be entered. Detailed data would only need to be entered if leave is used or overtime hours were worked, etc. Default work schedules also provide timekeepers the option to generate a timesheet reporting an employee's usual work schedule when the employee has not submitted time by the specified time reporting deadline.</p>
2	Validate Multipurpose Code	<p>The field is checked by default. The check in the field indicates that multipurpose codes for the TKU are validated on the Save command. Click on the box to de-select the option. If the box is not selected, the multipurpose code is not validated.</p>
3	Time Entry By Day Req'd	<p>The field is checked by default. The check in the field indicates that individual employees in the TKU are required to enter time and attendance data for each day. Click on the box to de-select the option.</p>
4	Online Audit Required	<p>The field is checked by default. The check in the field indicates that all timesheets are required to be audited online. Click on the box to de-select the option. If the box is not selected, the timesheets do not require an online audit.</p>
5	Allow Personal Miles Entry	<p>The field is NOT checked by default. The check in the field indicates that the field is disabled and personal Miles may not be entered. Click on the box to de-select the option.</p>

TA Options Tab

Step	Field Name	Action
6	Enable “Copy Time” Function in Data Collection	The field is NOT checked by default. The check in the field indicates a user may copy the coding blocks and/or hours from a timesheet to the Activity or Equipment Tab. Click on the box to de-select option.
7	Coding Block Elements Allowed	<p>All coding block element fields are checked by default. The check in the field indicates that the coding block element will be displayed on each of the Data Collection tabs (Time, Equipment, and Activity). Click on the box to de-select the coding block element. If the box is not selected, the coding block element will not display for the specified data collection window.</p> <p>Note: The only required coding block element is the Index. Use of other elements is up to the discretion of each agency.</p>
8	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the changes made to the TKU and make them immediately available.